

City of Victorville Position Description

DESIGN, CONSTRUCTION & MAINTENANCE

ASSISTANT ENGINEER

DEFINITION

Under general supervision, performs professional civil engineering in the design, construction and maintenance of public works projects; plans and coordinates activities of the Engineering Department and assists in the supervision of the department; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first working level class in the professional civil engineering series. Incumbents are responsible for office or field projects of average difficulty and are expected to direct them to completion. Assistant Engineers provide technical direction to subordinate technical and clerical positions. This position is supervised by the Associate Civil Engineer.

TYPICAL TASKS

Prepares, designs and plans for public works improvements such as street paving, curbs and gutters, sanitary sewers, sidewalks, storm drains, traffic signals, and Improvement Act projects; researches project design requirements; performs moderately difficult calculations and prepares estimates of time and material costs; reviews land development improvement plans for compliance with City ordinances and regulations; explains policies and procedures to developers and engineers; confirms and enforces bond requirements; assigns routine investigation, design and drafting tasks to technical subordinates; reviews completed work; assists in the solution of difficult problems; investigates field problems affecting property owners, contractors and maintenance operations; prepares legal descriptions for right-of-way acquisitions; coordinates office records and map work; effectively utilize computer software; , AutoCAD 2000 and Land Development Desktop; operates all City vehicles and equipment in a safe and efficient manner; routinely adheres to and maintains a positive attitude; and performs related duties as required.

EMPLOYMENT STANDARDS

Training and Experience – Bachelor's Degree in Civil Engineering, two years of civil engineering experience including experience with AutoCAD based software and possession of a California Engineer-in-Training (EIT) Certificate. Municipal and traffic engineering experience highly desirable. Directly related experience may be substituted for education on a year for year basis of up to two years. Preference given to candidates with experience in Auto CAD 2000 and Land Development Desktop.

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Knowledge & Abilities – Knowledge of the application of civil/traffic engineering principles to municipal public works design; Subdivision Map Act; construction procedures, including survey, inspection and contract administration; and methods, materials and techniques used in the construction of public works and subdivision projects. Ability to prepare maps, cross sections and profiles; review plans and specifications for corrections; write legal descriptions; make accurate engineering computations; effectively utilize office computer/software; design, check and supervise the preparation of engineering plans and studies; interpret codes, resolutions, ordinances and related standards which are applicable to engineering work or review; operates City vehicles and equipment in a safe and efficient manner; follow written and oral instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work, including outside agencies.

Licenses and Certificates – Possession of a valid Class “C” California driver’s license.

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, both indoors and out, with wide temperature variations, noise, vibrations, fumes, odors and dust. Incumbent must have the mobility to visit various job sites on as needed. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to attend night meetings, respond to emergencies after regular working hours and on weekends, and must be flexible to meet the needs of the community by working an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

APPROVED:


DIRECTOR OF HUMAN RESOURCES


DATE

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Msantana/j.d.\Asst Traffic Engineer
11/1/01